



City of Greensboro, NC Grading Permit Application

Owner Information:

Permit No. _____

Company _____

Contact _____

Address _____

Phone No. _____

Fax No. _____

Project Information:

Project Name _____

Address _____

Tax Map _____

Zoning _____

Area Graded _____ Acres and/or _____ sq.ft.

Site Area _____ Acres and/or _____ sq.ft.

Use of Property _____

Brief Description of Project Location _____

Brief Description of Development Plan _____

If this application is approved by the properly designated authorities and a grading permit issued, the undersigned does hereby agree to comply with all applicable City regulations under the Greensboro Soil Erosion and Sedimentation Control Ordinance as described in Chapter 30 of the Greensboro Code of Ordinances. The undersigned certifies that the area covered by this application shall be protected within 21 calendar days.

Before beginning any grading operation, call for site inspection and when area has been protected, call for final inspection.

Signature of owner, developer, or agent: _____ Date: _____

FOR OFFICE USE

Approved by SEC Inspector _____

Date _____

Permit No. _____

Date _____

Tracking No. _____ Date Approved _____

Tracking Type: TRC Grading

Bond Amount _____

Bond Type: LOC SCB Check

Bond Number _____

Bond Expiration Date _____

SWCD Approval _____

Date _____

Temporary Measures Approved _____

Date _____

Final Inspection Approved _____

Date _____

CITY OF GREENSBORO
FINANCIAL RESPONSIBILITY/OWNERSHIP FORM
SEDIMENTATION POLLUTION CONTROL ACT

No person may initiate any land-disturbing activity covered by the Sedimentation Pollution Control Act before this form has been completed and filed with the Soil Erosion Section of the Building Inspection Division. (Please type or print and, if questions are not applicable, place N/A/ in the blank).

Part A.

1. Location of land-disturbing activity? _____
2. Approximate date land-disturbing activity will be commenced? _____
3. Purpose of development (residential, commercial, industrial, etc.)?

4. Approximate acreage of land to be disturbed or uncovered? _____
5. Has an erosion and sedimentation control plan been filed? Yes_____ No_____
6. Land owner(s) of Record (Use blank page to list additional owners.):

_____	Name		
_____	Current Mailing Address		
_____	City	State	Zip
_____	Telephone Number		
	Fax Number		

7. Indicate County, Book, and Page where deed or instrument is filed. (Use blank page to list additional deeds or instruments):

County_____ Book _____ Page_____

County_____ Book _____ Page_____

8. Person to contact should sediment control issues arise during land-disturbing activity.

Name_____ Telephone_____

Mobile _____

Pager _____

Fax _____

Part B.

1. Person(s) or firm(s) who is/are financially responsible for this land-disturbing activity.

_____	_____
	Name
_____	_____
	Current Mailing Address
_____	_____
	City State Zip
_____	_____
Telephone Number	Telephone Number

	Fax Number

2. Registered agent, if any, for the person or firm who is financially responsible:

_____	_____
Name	Telephone Number
_____	_____
Current Mailing Address	Fax Number

City State Zip	

3. The above information is true and correct to the best of my knowledge and belief and was provided by me while under oath. (This form must be signed by the financially responsible person if an individual with authority to execute director, partner, attorney-in-fact, or other person with authority to execute instruments for the financially responsible person if not an individual).

_____	_____
Date	

	Signature

I, _____, a Notary Public of the County of _____
State of _____, hereby certify that _____

Personally accepted before me this day and under oath acknowledged that the above form was executed by owner(s).

Witness my hand and notarial seal, this _____ day of _____, 20____.

My Commission expires _____.

CITY OF GREENSBORO
DEVELOPMENT SERVICES DIVISION
SEDIMENT AND EROSION CONTROL SECTION

RESPONSIBILITY: The owner of any property within the City limits of the City of Greensboro where a land-disturbing activity is taking place, shall be solely responsible for any off-site damage to adjacent property or to City streets (mud and erosion in street), that may have been caused by the lack of erosion control measures and poor maintenance. The soil erosion measures detailed on your plans are the minimum required by the City of Greensboro. When conditions become apparent the owner/developer may be required by the City of Greensboro to have his/her engineers to design or redesign additional measures/devices to assure land protection.

1. Erosion Control measures shall be installed prior to grading and according to plans or as directed by the City of Greensboro's Erosion Control Inspector.
2. The approval of the Erosion Control plan does not mean that additional measures may not be required to stop off-site sediment.
3. The Owner/Developer shall require the Contractor to take every reasonable precaution throughout construction to prevent erosion of soil and sedimentation of streams, lakes, reservoirs, other impoundments, ground surfaces or other property, as required by Chapter 30, Soil Erosion and Sedimentation Control, of the Code of Ordinances, City of Greensboro, North Carolina.
4. The Owner/Developer is responsible for maintaining the erosion and sediment control devices for the duration of the construction.
 - a. Inspect the site after each rain and periodically to ensure workmanship is according to plan and site is in compliance with the Erosion Control Ordinance.
 - b. Repair or replace damaged or inoperative devices as directed by the Soil Erosion Inspector within a reasonable time or time set forth by the inspector.
 - c. Keep mud off city streets
5. If eroded soil from the site is deposited on adjacent property, City Street or into a waterway, the Owner/Developer shall be responsible for returning the adjacent property, city street or waterway to its original condition satisfactorily to the City or the owner of the property.
6. After placement of asphalt binder on newly constructed street the shoulder shall be seeded within fourteen (14) days according to the Seeding Specifications.

7. Temporary or permanent groundcover shall be provided on all perimeter areas and slopes 3:1 or greater within 7 calendar days following completion of any phase of grading. Provide groundcover for all disturbed areas within 14 calendar days following completion of construction or development.

8. The Owner/Developer must plan site work so stone placement on drive entrance, driveway and parking lot can start immediately after fine grading.

9. The Owner or Responsible Party is responsible for the long-term maintenance of the groundcover on the property. Groundcover must be maintained to a degree that prevents soil erosion and sedimentation at all times. The City of Greensboro has the authority to require changes in the owner's groundcover maintenance plan in order to stop soil erosion and sedimentation at any time.

Section 30-5-5.4 (B) – Specific Civil Penalties

Any person who violates any of the provisions of this chapter, or rules or orders adopted or issued pursuant to this chapter, or who initiates or continues a land-disturbing activity for which an erosion control plan is required except in accordance with the terms, conditions, and provisions of an approved plan, shall be subject to a civil penalty of up to five thousand dollars (\$5000.00) per day. No penalty shall be assessed until the person alleged to be in violation has been notified of the violation by registered or certified mail return receipt requested, or other means. The notice shall describe the violation with reasonable particularity, give the person a reasonable time period to correct the violation and state that failure to correct the violation will result in assessment of a civil penalty of up to five thousand (\$5000.00) per day or other enforcement action including criminal penalties. Each day of continuing violation shall constitute a separate violation. The city council shall determine the amount of the civil penalty to be assessed under this subsection and shall make written demand for payment upon the person in violation, and shall set forth in detail a description of the violation for which the penalty has been imposed. In determining the amount of the penalty the governing body shall consider the degree and extent of harm caused by the violation and the cost of rectifying the damage. If payment is not received or equitable settlement reached within thirty (30) days after demand for payment is made the matter shall be referred to the city attorney for institution of a civil action in the name of the city in the appropriate division of the general courts of justice for recovery of the penalty. Any sums recovered shall be used to carry out the purposes and requirements of this chapter.

Signature: _____ Date: _____

Owner (Print): _____ Date: _____

Address: _____ Project: _____

_____ Address: _____

CITY OF GREENSBORO
DEVELOPMENT SERVICES DIVISION
SEDIMENT AND EROSION CONTROL SECTION

Sedimentation and Erosion Control Plan Checklist

The following items should be incorporated with respect to specific site conditions.

X indicates shortfalls or areas of concern.

Project Title: _____

REQUIRED SUBMITTAL FOR INITIAL REVIEW

- _____ Completed Grading Application and Financial Responsibility/Ownership Form
(to be signed by person financially responsible for project)
- _____ Three (3) sets of plans (with professional seal and signature)
- _____ Surety (sites with 5 acres or greater disturbed area. \$2000.00 per disturbed acre)

LOCATION INFORMATION

- _____ Project location
- _____ Roads and streets
- _____ North arrow
- _____ Scale

GENERAL SITE FEATURES

- _____ North arrow
- _____ Scale (maximum 1" = 60')
- _____ Property boundaries
- _____ Legend
- _____ Existing contours extend 200 feet offsite
- _____ Proposed contours
- _____ Limit and acreage of disturbed area; label areas to be left undisturbed
- _____ Planned and existing building(s) location and elevations
- _____ Planned and existing road(s) location, elevations, and grading contours
- _____ Lot and/or building numbers
- _____ Land use of surrounding areas
- _____ Show all existing and planned; easements, utilities and services to buildings
- _____ Show all wetland limits and jurisdictional streams as determined by Army Corp. of Engineers. Show all intermittent and perennial streams, lakes, ponds and springs.

_____ Borrow and/or waste areas {Note - when the person financially responsible for the overall project is not the person financially responsible for off-site borrow areas not regulated by the provisions of the Mining Act of 1971 and off-site waste areas other than landfills regulated by the Department of Human Resources, such areas should be considered separate land disturbing activities subject to the Sedimentation Pollution Control Act of 1973}. Off-site borrow areas are subject to the requirements of the Mining Act of 1971.

_____ Stockpiled topsoil or subsoil location

SITE DRAINAGE FEATURES

_____ Provide drainage basin delineation maps for existing and planned drainage patterns. Include off-site areas that drain through project. Show area in acres on the map.

_____ Show size and location of existing and proposed culverts, sanitary sewers, and other utilities.

_____ Show soils information (type, special characteristics)

_____ Provide design calculations and construction details for culverts and storm sewers (include existing and planned bypass calculations for catch basins & inlets)

_____ Provide design calculations, construction details, cross sections and method of stabilization for existing and planned channels. Include temporary linings; indicate brand and grade of material (or equivalent) and staple pattern.

_____ Provide design calculations and construction details for energy dissipaters below culverts and storm drainage outlets (for rip-rap aprons, include stone sizes (diameters) and apron dimensions)

_____ Provide soil information below culvert and storm drainage outlets.

EROSION CONTROL MEASURES

----- Show location(s) and detail of stabilized construction entrance
(City of Greensboro Detail Standard # 217)

_____ Show location of silt fence, detail (City of Greensboro Standard # 430) for construction, and maintenance requirements during construction. Silt fence must not to be used in areas of concentrated flow, must be installed parallel to the existing contours and must not have more than ¼ acre of drainage area per 100 linear feet of fabric. See Section 6.62 in N.C. Erosion and Sediment Control Planning and Design Manual for maximum slope and slope length for silt fence applications.

_____ Show locations and methods to protect existing and proposed yard and curb storm drain inlets throughout construction or until all areas draining into them are stabilized. Show construction detail (City of Greensboro Standard # 431) and maintenance requirements.

----- Show location, construction drawing and details, design calculations for required volume and discharge, and maintenance requirements for all temporary sediment traps and basins. (See Section 6.60 and 6.61 in N.C. Erosion and Sediment Control Planning and Design Manual for minimum standard specifications.)

_____ Show location, design calculations, construction detail and maintenance requirements for slope drains.(See Section 6.32 in the N.C. Erosion and Sediment Control Planning and Design Manual for minimum standard specifications.) Show necessary diversion berms or other measures needed to direct surface water to slope drains

_____ Vegetative cover alone is not approved on slopes greater than 2:1. Methods for stabilization on slopes greater than 2:1 must be shown in detail. (Retaining walls greater than 5 feet in height require plan submittal to the Inspections Division, construction permit(s), and engineer's certification.)

_____ Show location, construction drawings and details, design calculations, method of stabilization, and maintenance requirements for other temporary or permanent erosion control measures necessary. (ie: diversions, channels and flumes, outlet stabilization structures, rock dams, etc.)

_____ Provide specific details and sequencing for work to be completed in existing streams.
(ie: culvert or arch pipe installation, creek restoration, and stream bank stabilization)
See Sections 6.70 - 6.73 in the N.C. Sediment and Erosion Control Planning and Design Manual for minimum standard specifications.

----- Show all erosion control measures to scale.

STABILIZATION

_____ Show areas, specifications, and calculations for stabilization of temporary sediment control measures. (ie: diversions, sediment traps and basins, etc.)

_____ Include provisions for ground cover on exposed slopes and fills within 7 calendar days following completion of any phase of grading, permanent ground cover for all disturbed areas within 14 calendar days following completion of construction of the development.

_____ Show areas and acreage to be stabilized using vegetation

_____ Provide specifications for method of soil preparation.

_____ Provide specifications for temporary and permanent seeding.

_____ Provide specifications and detail for mulching of temporary / permanent seeding.

_____ Provide calculations, specifications, and details for anchoring temporary / permanent vegetative stabilization. (ie: matting, netting, and/or tacking materials.)

OTHER INFORMATION

_____ Narrative (site specific)

_____ Construction sequence related to sedimentation and erosion control (include installation of critical measures prior to initiation of the land disturbing activity, stabilization of drive and parking areas, temporary / permanent stabilization of cut and fill areas, and removal of temporary measures after areas they serve have been permanently stabilized.

_____ Provide copies of all permits from state and federal agencies (NCDENR Division of Water Quality, Army Corp. of Engineers).

Plan submittal instructions:

To put files on the FTP3 site using a Microsoft Windows based computer:

- Right click on My Computer and select Explore
- In the address box, enter ftp://ftp3.greensboro-nc.gov/soil_erosion/
- Copy data into the folder. Please prepare files and use the file naming convention below.

To retrieve files from secured FTP4 site:

- Right click on My computer and select Explore
- In the address box, enter <ftp://ftp.greensboro-nc.gov/>
- Once connected, select the file and drag it to the local PC.

Plan submittal format:

All files contained in the submittal should be in a folder named with the below naming convention. Please submit all plans and documents as PDF files. The complete plan should be included as multiple pages in one PDF file. Additional files can be placed in the folder as needed (ie: grading application, calculations, etc.).

File naming convention:

The folder containing all data included in the submittal should be named using the date that it is submitted followed by the project name. Dates should be in the year, month, day format (YYYY-MM-DD). Below are two examples.

YYYY-MM-DD Project Name

2008-09-15 Greensboro Commons

Additional Information:

Electronically submitted plans do not need to be sealed. After plans are reviewed and ready for approval, you will need to submit 3 sealed hard copies of the approved version of the plan and associated paperwork including the original notarized copy of the grading application packet.

Submittal address:

City of Greensboro

Development Services Division, Sedimentation Control Section

300 W. Washington St.

Greensboro, NC 27401

Contact Information:

If you have any questions regarding this process, please contact Ken Cook.

Ken Cook: ken.cook@greensboro-nc.gov (336) 373-2158